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ORD 0359-74

28 JAN 1974

MEMORANDUM FOR: Director of Research and Development

SUBJECT : ORD Career Service Panel

1. The ORD Career Service Panel, functioning according to its charter (Attachment A), consists of the Division and Staff Chiefs of the Office. Its principal responsibilities are to advise the Director of Research and Development on career management matters and to implement the CIA personnel program. Within this framework the Panel has developed guidelines for career development in draft form (Attachment B), performance appraisal (Attachment C), fitness report preparation (Attachment D), and criteria for personnel evaluation and ranking (Attachment E). Personnel evaluation, ranking, and promotion actions are programmed around the schedule for fitness report preparation as indicated in Attachment F.

2. Competitive evaluations are carried out using a scheme modeled from a technique developed by FMSAC several years ago. Panel members individually rank employees in a grade group against their peers based on information available in the Office soft files and their personal knowledge of the employee's job performance. These independent ranking lists for a grade level are then consolidated into a single list of rankings for Panel review, alteration, and concurrence. This list is then used in considering promotion and initiating actions to deal with marginal performers. The procedure in dealing with employees who are judged to be deficient in their performance is discussed in Attachment G.

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3. Although the Panel devotes most of its time to the above matters, it also reviews and selects candidates for training, rotation assignments, and other career development appointments.



Deputy Director
of
Research and Development

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Attachments
As Stated

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CHARTER
OFFICE OF RESEARCH AND DEVELOPMENT
CAREER SERVICE PANEL

1. GENERAL

This notice outlines the organization and general responsibilities of the Office of Research and Development Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

- (1) Ex Officio Member
Director (non-voting)
- (2) Chairman
Deputy Director/ORD (voting)
- (3) Permanent Members
Division Chiefs (voting)
- (4) Such other voting and non-voting members as appointed by the D/ORD to serve on a non-permanent basis. For promotion actions, no more than one vote per division will be allowed.
- (5) Executive Secretary
Administrative Officer (non-voting)
- (6) Recording Secretary (non-voting)

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b. Meetings will be held on the first Monday of each month and at the call of the Chairman. A simple majority of the permanent members will constitute a quorum. The Chairman will designate a member to serve in his absence.

c. The minutes of the CSP meetings will be recorded and distributed "Eyes Only" to CSP permanent members. A summary of the CSP activities will be disseminated every six months to all Office personnel.

3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the Director of Research and Development on career management matters, to monitor the application and functions of the CIA personnel program as it applies to personnel with "R" Career Designations, and to advise the Director on actions for other than "R" Career Service personnel. Some of these responsibilities and duties may be delegated to subpanels or committees by the CSP.

4. FUNCTIONS

a. The ORD Career Service Panel will develop and monitor a career management program for all personnel of the Office and advise the D/ORD in the following matters:

(1) Implementation of Agency and S&T Career Service Board personnel programs;

(2) The policies and procedures for office career development, position assignment, promotion and training.

(3) Other duties as directed by D/ORD.

b. The ORD Career Service Panel will conduct a competitive evaluation and rate all personnel through grade 14, as required.

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c. The ORD Career Service Panel will review and make recommendations to the D/ORD in the following areas. (All recommendations will be a matter of consensus by vote. Voting will be by a show of hands, or by proxy in writing that has been submitted to the Chairman, CSP/ORD, prior to the meeting.)

(1) Selection of individuals for Career Employee status;

(2) Requests for promotion to grades through 15 in accordance with

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(3) Requests for all external training in excess of two weeks and costing \$500 or more;

(4) Requests for internal training of more than 160 hours;

(5) Recommendations regarding honorary, merit, and QSI awards.

(6) Recommendations regarding marginal professional employees.

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22 November 1972

Date

Director of Research and Development

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MEMORANDUM FOR: ORD Employees

SUBJECT : ORD Career Development Plan

1. A Career Development Plan is being implemented in the Office of Research and Development to assist each employee in planning his career. Through career planning you will be able to better focus on your career goals, improve your opportunities for achievement, avert technical obsolescence, develop managerial capabilities, and more nearly realize your full professional potential. Such a program will provide us with a staff of employees who are better trained, more experienced, and better prepared to advance the Agency's goals. Those of you interested in the program will formulate a career development plan that reflects your desire for additional training, job experience, and career opportunities.

2. The Career Development Plan would be prepared by the ORD employee in consultation with his division chief, reviewed by the pertinent Career Service Panel, and updated annually. The plan may be as detailed or as brief as you desire. The plan should encompass such items as employee goals and training, education, and work experiences required in order to achieve these goals. Your present technical and managerial capabilities and strengths would be included,

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SUBJECT: ORD Career Development Plan

as well as those additional technical and managerial capabilities you wish to achieve in the future. Suggested guidelines to assist in the preparation of your plan are attached.

3. The Career Development Plan concept has my full support and that of the ORD Career Service Panels. In carrying out your plan, you will be aided by others; but the success of your plan and your career will depend largely on your ability, initiative, performance, and achievement.

Sayre Stevens
Director of Research and Development

Attachment:
As stated